

MINUTES

Of the Board of Directors of Grimmway Schools

(A California Non-Profit Public Benefit Corporation)

I. PRELIMINARY

1. CALL TO ORDER

The Board of Directors of this corporation, held their meeting at the time, on the day, and at the place set forth as follows:

Time: 4:03 p.m.

Date: December 18, 2017

Place: 471 W. Los Angeles St. Shafter, CA 93263

2. DIRECTORS PRESENT

The following directors, constituting a quorum of the Board, were present at the meeting:

Present: Tom Mestmaker, Ernie Unruh, Manuel Pantoja, Sean McNally

Absent: Matt Look

Grimm Family Education Foundation Staff Present: Rick Phillips, Fiscal Manager; Evelyn Steed, Office Manager

Grimmway Schools Staff Present: Paul Escala, Executive Director; Casey Yeazel, Chief Academic Officer; Michelle Lumis, Executive Assistant; Greg West, Director of School Support Services; Mike Romero, Director of Human Resources

Grimmway Academy Staff Present: Cole Sampson, Principal; Sabrina Reimert, Assistant Principal, Katelyn Prosser, Assistant Principal

Others Present: Breanne Smith, President of Parents of Grimmway Academy (POGA); Cindy Frantz, Back Office Provider with EdTec; Elia Sagasta, Director, Richland School District; Lisa Corr, attorney with Young, Minney & Corr LLP

3. FLAG SALUTE

4. APPROVAL OF MINUTES

A motion was made by Sean McNally, seconded by, Manuel Pantoja and passed, to approve the minutes of the Board meeting dated November 27, 2017.

Resolved further, that the Secretary of the Corporation is authorized and directed to insert a copy of these certified minutes into the book of minutes of this Corporation and to see that a certified copy of these minutes is kept at the principal's office for the transaction of business of this Corporation.

Board Member	Yay	Nay	Absent
Tom Mestmaker	X		
Sean McNally	X		
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look			X

II. COMMUNICATIONS

ORAL COMMUNICATIONS: NA

LEADERSHIP REPORT

Executive Director, Paul Escala shared weekly assessments have been demonstrating growth since the previous interim assessments, so school leaders anticipate good news coming out of mid-terms. In addition, both campuses are alive with the Christmas spirit as our scholars participate in their respective community's holiday parades and Christmas tree lighting events. Both campuses will be holding their annual winter concerts as well.

With a focus on school safety, school leadership and home office staff have been collaborating on improved campus security protocols, procedures and systems. As a result, both campuses will be receiving additional security infrastructure next month, along with a full review of our emergency plan and training for site personnel. Our number one goal is to ensure the safety and security of our scholars and staff. This increased vigilance will ensure we are addressing any and all areas of growth in the area of school safety.

PRINCIPAL'S REPORT-Grimmway Academy Arvin

Principal, Cole Sampson shared this month we have been administering our winter math and reading assessments. All students in grades K-8 take STAR, NWEA, and grade level interim assessments for both math and reading. The data from these assessments will be used to help the leadership team evaluate progress towards our school-wide goals and make mid-year corrections, if necessary.

This month Assistant Principal, Mr. Miranda took the top ten bonuses earners per grade, 4-8, on a surprise field trip to the Condors hockey game. Our scholars had a great time and have returned even motivated to earn more bonuses.

Mrs. Peterson and the STEM team have been working very hard to organize our school wide Science Fair on December 19th. The top ten Science Fair projects for grades 1st-8th

will be presented to a panel of outside judges. The top two projects in grades 4th-8th will advance to the county competition. Also, Mr. Carillo and our K-6 scholars have been working very hard to prepare for our Winter concert on December 21st.

The after-school program participated in the annual Arvin Christmas parade. Students and after school staff worked together to build a "Home Alone" themed float.

Cole shared a parent education night was held for all GA families to discuss adolescent anxiety and mental health. This training was provided by Tatia Hunter-Jennings at Mental Health Services. 30 families attended this educational training and all left with vital information and strategies to help talk to their scholars.

PRINCIPAL'S REPORT-Grimmway Academy Shafter

Assistant Principal of Academics, Katelyn Prosser filled in for Principal, Joanna Kendrick who was out ill. Katelyn shared that ADA is steady at 96% and action steps are in place to help with chronic absences. Students are wrapping up assessments as well and school leaders plan to use that data to plan professional development for teachers. Plans are under way for Academic Parent Teacher Team (APTT) meetings in January.

Assistant Principal of Student Affairs, Sabrina Reimert shared the fourth-grade chorus students sang two Christmas songs at the Christmas Tree Lighting program at the City of Shafter. GA Shafter accepted a donation of 90 dictionaries from the Shafter Rotary Club this month and has been nominated for the City of Shafter Educational Award. We are proud to be recognized by the city of Shafter for our work in the community.

SPGA REPORT

President, Breanne Smith reported the Parents of Grimmway Academy (POGA) are selling candy grams for one dollar as a fundraiser. Parents helped participate in the Shafter parade by building a float. Parents are also talking with other parents in their neighborhood to spread the word about GA Shafter. Board member, Ernie Unruh shared that he heard positive feedback about a flyer for GA Shafter handed out during the Shafter parade.

Principal, Cole Sampson shared that the Star Parents of Grimmway Academy (SPGA) in Arvin are wrapping up a gift card fundraiser and pushing for a student dance in February.

GS STAFF REPORT- NA

LCAP FOR GA SHAFTER

Greg West, Director of School Support Services, shared a PowerPoint presentation and discussed the goals, community feedback, and action steps in GA Shafter's LCAP. A

process and timeline for completion of the LCAP was shared. Surveys have been sent to the board of directors, staff, parents, and School Site Council members for feedback. Meetings with small focus groups, including students, veteran teachers and community members to help round out the community feedback for the LCAP. Greg shared that GA Shafter would like to provide more resources to Spanish speaking families, more volunteer opportunities for parents, ESY training for teachers and continued professional development. A 17-18 completed LCAP will be presented to the board for approval later in 2018.

FISCAL REPORT

Cindy Frantz from EdTec (back-office provider) shared the December 2017 financial update. For GA Shafter, the forecasted net income is currently \$44,000, a \$74,000 increase from the previous forecast. ADA is on track.

For GA Arvin, Cindy shared the forecasted net income is currently \$747,000, a \$193,000 increase over the previous forecast. Enrollment looks good, ADA is currently at 786. Arvin’s expenses are occurring as expected.

For the CMO, the forecasted net income is currently \$73,000, a \$16,000 decrease from the previous forecast. The CMO’s expenses are occurring higher than expected due to adjustments in technology, salaries and benefits.

Revenues are coming in as expected and expenses are occurring as expected. Cindy thanked board member Ernie Unruh for recommending the prior month to meet with Kern County Superintendent of Schools (KCSOS) for increasing Grimmway Schools special education income forecast. Thanks to Ernie, both schools will see an increase in their special education revenue.

Looking ahead, Cindy mentioned the following items would be monitored: Child Nutrition Program eligibility for Shafter, straight lining of rent for Shafter and continued clean-up coding in actuals.

III. ACTION ITEMS

A. *FISCAL*

1. The Directors were presented with the Purchase Orders and Warrants for the month of November 2017 that were considered, and discussed. On a motion duly made by Sean McNally, seconded by, Ernie Unruh and carried, the Board approved the November 2017 purchase orders and warrants.

Board Member	Yay	Nay	Absent
Tom Mestmaker	X		
Sean McNally	X		
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look			X

2. The Directors were presented with the Approval of the 16-17 Fiscal Audit that were considered, and discussed. On a motion duly made by Sean McNally, seconded by, Manuel Pantoja and carried, the Board approved the 16-17 Fiscal Audit.

Board Member	Yay	Nay	Absent
Tom Mestmaker	X		
Sean McNally	X		
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look			X

3. The Directors were presented with the Approval of the 1st Interim Report that were considered, and discussed. On a motion duly made by Sean McNally, seconded by, Manuel Pantoja and carried, the Board approved the 1st Interim Report.

Board Member	Yay	Nay	Absent
Tom Mestmaker	X		
Sean McNally	X		
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look			X

4. The Directors were presented with the Approval of the 17-18 SPSA for Grimmway Academy Shafter that were considered, and discussed. On a motion duly made by Sean McNally, seconded by, Ernie Unruh and carried, the Board approved the 17-18 SPSA for Grimmway Academy Shafter.

Board Member	Yay	Nay	Absent
Tom Mestmaker	X		
Sean McNally	X		
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look			X

5. The Directors were presented with the Approval of Use of One-Time Funds for Grimmway Academy Arvin that were considered, and discussed. On a motion duly made by Manuel Pantoja, seconded by, Sean McNally and carried, the Board approved the Use of One-Time Funds for Grimmway Academy Arvin.

Board Member	Yay	Nay	Absent
Tom Mestmaker	X		
Sean McNally	X		
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look			X

Board President, Tom Mestmaker, introduced Lisa Corr, attorney for Young, Minney & Corr LLP.

IV. CLOSED SESSION

The Board went into closed session at 4:32 pm to discuss the employee performance evaluation of the Executive Director.

V. RECONVENE TO OPEN SESSION – ACTION ITEMS

The Board reconvened to open session at 4:42 pm and reported that the employee performance evaluation of the Executive Director had been discussed in closed session. There was no action taken in the closed session. Tom read an amendment regarding the compensation of the Executive Director.

6. The Directors were presented with the Receipt of Compensation Comparability Study and Approval of Resolution Regarding Compensation Comparison Study – Executive Director that were considered, and discussed. On a motion duly made by Ernie Unruh, seconded by Manuel Pantoja, and carried, the Board approved the Receipt of Compensation Comparability Study and Approval of Resolution Regarding Compensation Comparison Study – Executive Director.

Board Member	Yay	Nay	Absent
Tom Mestmaker	X		
Sean McNally	X		
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look			X

7. The Directors were presented with the Ratification of 2017-2018 Increase in Compensation and 2016-2017 Performance Bonus for the Executive Director that were considered, and discussed. On a motion duly made by Ernie Unruh, seconded by Manuel Pantoja, and carried, the Board approved the Ratification of 2017-2018 Increase in Compensation and 2016-2017 Performance Bonus for the Executive Director. Board member Ernie Unruh shared the board took time to compare salaries of Executive Directors.

Board Member	Yay	Nay	Absent
Tom Mestmaker	X		
Sean McNally	X		
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look			X

On a motion the board adjourned at 4:44 p.m.

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CERTIFICATE OF SECRETARY

I certify that I am the duly elected Secretary of the Grimmway Schools, a California nonprofit public benefit corporation; that these minutes, consisting of seven (7) pages are the minutes of the meeting of the Board of Directors held on December 18, 2017.

Secretary